

Legal Services NYC seeks a Grant Accountant III.

### **Our Organization:**

Legal Services NYC fights poverty and seeks justice for low-income New Yorkers. For over 50 years, we have challenged systemic injustice and helped clients meet basic needs for housing, income and economic security, family and immigration stability, education, and health care. LSNYC is the largest civil legal services provider in the Country. We partner with scores of community-based organizations, elected officials, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equal opportunity and economic, social, and racial justice for all New Yorkers.

### **Essential Functions:**

- Coordinating contract and grant funding status through LSNYC contract management personnel;
- Working with the Director of Grant Accounting and Budget Managers, Grant Accountants assist where needed by providing information for the development of budgets for each office on both LSNYC-wide contracts and Borough-specific contracts;
- Assist where needed in filling out contract/grant documents for Borough contract proposals;
- Preparing entries in accounting software for grant/contracts vouchers;
- Run financial reports to obtain data needed to reconcile contracts and prepare and submit vouchers;
- Prepare contract reconciliations;
- Support as needed the Budget Manager in providing financial analyses to the Boroughs;
- For case-based contracts/grants, follow up with the Grants Management staff in Operations/LSU to ascertain caseload data for vouchering purposes;
- Providing donors/funders with required financial reports;
- Preparing financial reports to government or private funders: ensuring the timely submissions of all vouchers and related compliance reports;
- Grant Accountants (in coordination with the Grant Accounting Director) will communicate with field offices to respond to inquiries relating to incurred costs vis-à-vis award budgets;
- Compare contract spending to contract awards, and where applicable, including staff charging to budgeted staff contained in the contract;
- Work closely with the General Accounting, to review funded salary allocations. As a member of the Grant Accounting team, coordinate with LSNYC contract personnel to review potential cross-funding opportunities where appropriate;
- Provide support as needed to the Finance Department regarding meetings with auditors and audits;
- Prepare contracts/grants closeouts;
- Provide assistance to Grant Accountants I & II as needed;
- Ensure consistent application of GAAP accounting standards, as directed by Finance Department management, regarding revenue recognition and LSNYC's financial policies.

### **The Opportunity:**

The Grant Accountant III will be located at the LSNYC Central Office in Manhattan and will report directly to the Director of Grant Accounting. The successful candidate will be responsible for pre and post-award grant accounting including, but not limited to, contract reconciliation, submission of financial reports and vouchers, financial monitoring and analysis, support of Single Audit Act audit, ensuring financial compliance with funding source regulations, and maintenance of financial records in accounting software and databases.

### **Requirements:**

- Bachelor's Degree in Business, preferably in Accounting or Finance.
- Minimum eight (8) years of grant accounting experience, preferably in a nonprofit context.
- Proven and extensive knowledge of federal cost principles, and other applicable rules and regulations including the Office of Management and Budget Uniform Guidance 2 CFR Part 200 and Single Audit Act.
- Ability to meet and prioritize multiple deadlines and work as part of a team in a fastpaced, high-pressure environment.
- Advanced knowledge of Microsoft Office Excel and Abila MIP accounting software.
- Ability to communicate effectively orally and in writing.
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The position is full-time from the date of hire. Salary is based on experience and pursuant to a Collective Bargaining Agreement, with excellent benefits.

Interested individuals should email a resume and cover letter to [jobpostings@ls-nyc.org](mailto:jobpostings@ls-nyc.org). Please write "Grant Accountant III" in the subject line. **Only candidates selected for interviews will be contacted. No telephone calls.**

LSNYC is an affirmative action, equal-opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender individuals are welcome and encouraged to apply. All employees are strongly encouraged to continue to receive and maintain up-to-date Covid vaccinations unless they are unable to for medical or religious reasons.

Salary Range (Based on yearsâ€™ experience):

- 1-10 years: \$62,805 - \$85,108
- 11-20 years: \$87,256 - \$104,721
- 21+ years: \$109,961 - \$120,073